



**King County**  
**PROJECT/PROGRAM MANAGER III**  
**(LEAVE ADMINISTRATION LEAD)**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**FINANCE AND BUSINESS OPERATIONS DIVISION**  
**BENEFITS AND RETIREMENT OPERATIONS SECTION**  
**Annual Salary Range: \$59,164- \$74,995**  
**Job Announcement: 04LW4432**  
**OPEN: 7/19/04      CLOSE: 7/28/04**

**WHO MAY APPLY:** This position is open to career service employees who are members of Teamsters Local 117 Professional and Technical Employees, other King County career service employees and the general public. Preference will be given to Teamsters Local 117 Professional and Technical Employees

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building 7<sup>th</sup> Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at [HR.FBOD@metrokc.gov](mailto:HR.FBOD@metrokc.gov). Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application and data form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume, a written response to the supplemental questionnaire on this announcement and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

**WORK LOCATION:** Exchange Building, 821 Second Ave, Seattle, WA 98104.

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday, 8:00 a.m. – 5:00 p.m.

**PRIMARY JOB DUTIES INCLUDE:** This position will serve as a lead in the Benefits and Retirement Operations Section and perform oversight in business processes of leave administration, COBRA, Flexible spending accounts and long term disability. Duties will include but are not limited to:

- Administer policies and procedures.
- Analyze and implement complex COBRA and leave legislation.
- Develop procedures and training for field staff.
- Represent the leave administration team on special projects.
- Provide input into section budget.
- Provide input into annual performance appraisals of leave administration staff.
- Present business and policy changes at King County Personnel forums.
- Provide business specifications for King County technical analysts when developing or changing the payroll systems.
- Make staff hiring recommendations.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

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(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Analyze and prepare recommendations for improving business processes.
- Provide leadership and direction to the leave administration team.
- Maintain current forms that are used throughout the county to administer all leaves.
- Conduct and develop the monitoring and auditing procedures to track and ensure that the county is compliant with Personnel Guidelines, Federal, State and local laws.
- Develop and sustain a working relationship with the third party administrator for COBRA and FSA.
- Perform on-going analysis for COBRA and FSA to determine if the costs for the third party administrator are commensurate with the benefits.

***QUALIFICATIONS:***

- Bachelor's degree in business, human resources or other applicable degree may be substituted with a combination of equivalent experience.
- Three years of experience administering COBRA, Flexible spending accounts, FMLA, KCFML, all Washington state leave laws, Military Leave (USERA) and long-term disability.
- Expertise in analysis and problem solving
- Ability to interpret legal mandates from Washington State and Federal Government.
- Ability to prepare and present complex information in a synthesized and easy to understand manner.
- Ability to effectively lead a team and also work as a team member simultaneously.
- Skills in gathering, manipulating and using data utilizing a computer and other tools.
- Ability to manage multiple tasks.
- Strong written and oral communication skills.
- Strong PC skills in Access, Visio, and MS Office suite.
- Strong interpersonal skills.

***DESIRABLE QUALIFICATIONS:***

- Knowledge of PeopleSoft and MSA.

***UNION MEMBERSHIP:*** Teamsters Local 117 Professional and Technical Employees.

***CLASS CODE: 2441300***

***SUPPLEMENTAL QUESTIONNAIRE***  
**Project/Program Manager III**  
**Job Announcement No.: 04LW4432**

Provide a concise written response to each of the following questions. Please print your name at the top of each page you submit.

1. Please provide details of your experience administering the following:

COBRA -

FMLA -

FSA -

Long Term Disability -

Military Leave -

2. Please describe in detail of a complex problem you analyzed and solved. Be specific about the problem, analysis tools/methodology used and results.
3. Describe your experience leading a team and working in it simultaneously. Identify the challenges, benefits and issues associated with functioning as a working lead.
4. Describe a business process improvement project you led or participated in. What was the process, what role did you play on the project, what methodology was used to analyze the process and if there were any improvements what were they and how were they implemented?